

HPRP Client Recertification Form

Please list the member(s) of this Household:

Adult(s):

1. _____
2. _____
3. _____
4. _____
5. _____

Children (Under 18):

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

Please check the household's current housing status AND attach the appropriate documentation:

- ☐ Literally Homeless
- ☐ Housed and at Imminent Risk of Homelessness*
- ☐ Housed and at Risk of Losing Housing*
- ☐ Stably Housed**

DOCUMENTATION ATTACHED:

**For clients who are receiving ongoing HPRP financial assistance, staff must document their inability to pay for the item BUT FOR the HPRP assistance (example: bank/saving statements, medical bills, etc).*

Please check the household's current income status AND attach the appropriate documentation:

- ☐ Household Income at or below 50% AMI
- ☐ Household Income above 50% AMI***

DOCUMENTATION ATTACHED:

****Households with an income that exceeds 50% are no longer eligible to receive ANY HPRP SERVICES. They should be exited out of the program.*

Please check the household's current resource status AND attach appropriate documentation:

- ☐ Household HAS NO other housing options, financial resources, or support networks identified.
- ☐ Household HAS other housing options, financial resources, or support networks identified. **

DOCUMENTATION ATTACHED:

*** Clients who are stably housed or have other available resources to solve their housing crisis are no longer eligible for HPRP assistance, because they are not at risk of losing their housing, these clients should be exited out of the program.*

STAFF CERTIFICATION:

☐ Household Eligible

☐ Household Ineligible

HPRP STAFF: _____ HPRP SUPERVISOR: _____ DATE: _____

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DOCUMENTATION EXAMPLES FOR RECERTIFICATION FORM

To verify client recertification please provide documentation for each of the following items. Agencies must provide a reasonable list of documentation; they DO NOT need to provide every item listed.

The HPRP Partnership prefers HPRP staff to collect Written 3rd Party Verifications, however if none is available, staff may gather Oral 3rd Party Verifications (documented in case notes). Lastly, if neither of those is available Self Verifications will be accepted, but are discouraged.

Housing Status*

- See HUD's Guidance for documenting housing status:
http://www.hudhre.info/documents/HPRP_EligibilityAndDocumentationGuidance.pdf
- Include any documentation that illustrates the household's inability to pay for the HPRP assisted item. For instance:
 - Checking/Saving Account Statements
 - **Updated Household Budget**
 - **Other Non-Housing Bills: Medical, debt. etc**

Income

- See HUD's Guidance for documenting income:
http://www.hudhre.info/documents/HPRP_EligibilityAndDocumentationGuidance.pdf
- The most recent AMI Chart can be found in your HPRP Policies and Procedures Manual.
****REMEMBER THIS WILL BE UPDATED ANNUALLY**

Resource Status*

- Include any documentation that illustrates that the household would have been and would continue to be homeless but for this assistance. Examples:
 - Checking/Saving Account Statements
 - **Updated Household Budget**
 - **Other Non-Housing Bills: Medical, debt. etc**
 - **3rd Party letter indicating lack of resources and homelessness but for HPRP**
 - **Updated Housing Stabilization Plan (Could include Case Manager Notes, indicating that staff has asked client if they have anywhere else to go or has other resources, etc.)**
 - **Client letter indicating lack of resources and homelessness but for HPRP**

****You may utilize documentation for more than one status; there is no need to make multiple copies.***